

ANNUAL ASSESSMENT CYCLE

Notes

Phrases in capital letters relate directly to terms in WEAVEonline®.
 If a due date falls on a Saturday or Sunday, the next weekday shall be the due date.
 Assessment data collection occurs between June 1 and May 31 for each assessment cycle.

FALL

STUDENT-LEARNING ASSESSMENT CYCLE			ADMINISTRATIVE EFFECTIVENESS CYCLE		
DATE/TYPE	PROGRAM ACTION	COMMITTEE ACTION	DATE/TYPE	OFFICE ACTION	COMMITTEE ACTION
Prior to 8/31	At least one Departmental/ Program Faculty Meeting to address (based on last assessment cycle's FINDINGS and anticipated budget allocations): 1) Student-learning OBJECTIVES/ OUTCOMES for current assessment cycle, 2) Creation/ revision of courses, master syllabi, and WEAVEonline® MAPPING, and 3) organize current assessment cycle's data collection & review for MEASURES	Meet with program faculty and departments if requested			
Throughout semester	Program faculty collect and submit current semester's assessment data (FINDINGS) to department chair	Assistance as requested	Throughout semester	Continuous entry of FINDINGS into WEAVEonline® for current assessment cycle's OBJECTIVES/ OUTCOMES	Assistance as requested
Prior to 9/15 NOTE: MAPPING will be entered into the Document	Based on last assessment cycle's FINDINGS and current assessment cycle's budget allocations, 1) finalize all OBJECTIVES/	Assistance as requested	Prior to 9/15	Based on last assessment cycle's FINDINGS and current assessment cycle's budget allocations, 1) finalize all OBJECTIVES/	Assistance as requested

Repository until WEAVEonline activates electronic MAPPING	OUTCOMES, MEASURES, and MAPPING in WEAVEonline® for current assessment cycle and 2) coordinate current assessment cycle's data collection & review for MEASURES			OUTCOMES and MEASURES in WEAVEonline® for current assessment cycle and 2) coordinate current assessment cycle's data collection & review for MEASURES	
Prior to 9/1		Report to Academic Affairs RE previous- assessment cycle's WEAVEonline® entries for FINDINGS, ACTION PLANS, ANALYSIS	Prior to 9/15		Prepare compliance/quality report for Academic Affairs RE previous assessment cycle's WEAVEonline® entries for FINDINGS, ACTION PLANS, ANALYSIS
7/1 through 12/31		Director of Assessment works with each academic college to improve its academic programs' WEAVEonline® entries for the current assessment cycle's OBJECTIVES/OUTCOMES, MEASURES, ACTION PLANS			
Prior to 9/30	Deans review & discuss last assessment cycle's ANNUAL REPORTS with Department Heads			Deans review & discuss last assessment cycle's ANNUAL REPORTS with Department Heads	
Prior to 10/14		Prepare compliance/quality report for Academic Affairs RE current assessment cycle's WEAVEonline® entries for OBJECTIVES/OUTCOMES and MEASURES	Prior to 10/14	Deans enter college-level WEAVEonline® ANNUAL REPORTS for last assessment cycle	Prepare compliance/quality report for Academic Affairs RE current assessment cycle's WEAVEonline® entries for OBJECTIVES/OUTCOMES and MEASURES
10/15 <u>DUE</u>		Submit compliance/quality report to Academic Affairs RE current assessment cycle's WEAVEonline® entries for OBJECTIVES/OUTCOMES and MEASURES	10/15 <u>DUE</u>	Deans finalize entry of college-level WEAVEonline® ANNUAL REPORTS for last assessment cycle	Submit compliance/quality report to Academic Affairs RE current assessment cycle's WEAVEonline® entries for OBJECTIVES/OUTCOMES and MEASURES
			10/15 through 10/31	Provost reviews & discusses last assessment cycle's college-level ANNUAL REPORTS with Deans	
			Prior to 11/14	University Divisions enter di-	

				vision-level WEAVEonline® ANNUAL REPORTS for last assessment cycle	
			11/15 <u>DUE</u>	University Divisions finalize entry of division-level ANNUAL REPORTS	
			Prior to 12/15	President reviews & discusses last assessment cycle's division-level ANNUAL REPORTS with Vice Presidents	
12/30	WEAVEonline® Rollover		12/30	WEAVEonline® Rollover	

SPRING

STUDENT-LEARNING ASSESSMENT CYCLE			ADMINISTRATIVE ASSESSMENT CYCLE		
DATE/TYPE	PROGRAM ACTION	COMMITTEE ACTION	DATE/TYPE	OFFICE ACTION	COMMITTEE ACTION
1/15 <u>DUE</u>	Program faculty submit to Department Heads/Program Coordinators all assessment data (FINDINGS) collected during the fall term for current assessment cycle's OBJECTIVES/OUTCOMES				
Throughout semester	Program faculty collect and submit current semester's assessment data (FINDINGS) to department chair	Assistance as requested	Throughout semester	Continue entry of FINDINGS into WEAVEonline® for current assessment cycle's OBJECTIVES/ OUTCOMES	Assistance as requested
Prior to 1/19	Departmental mid-year faculty meetings to 1) review progress toward TARGETS (found in MEASURES) for student learning and 2) modify next assessment cycle's student-learning OBJECTIVES/OUTCOMES and MEASURES, based on mid-year FINDINGS AND In preparation for budget discussions, enter into WEAVEon-	Meet with program faculty and departments if requested Assistance as requested	Prior to 1/19	In preparation for budget hearings, enter into WEAVEonline® 1) FINDINGS to date for current assessment cycle's OBJECTIVES/ OUTCOMES and 2) related modifications for next assessment cycle's OBJECTIVES/OUTCOMES and MEASURES	Assistance as requested

	line ® 1) FINDINGS to date for current assessment cycle's OBJECTIVES/ OUTCOMES and 2) related modifications for next assessment cycle's OBJECTIVES/OUTCOMES and MEASURES				
3/7 <u>DUE</u>	In response to budget discussions, finalize entries in WEAVEonline ® regarding 1) FINDINGS to date for current assessment cycle's OBJECTIVES/ OUTCOMES, 2) related modifications for next assessment cycle's OBJECTIVES/OUTCOMES and MEASURES, and 3) any changes to OBJECTIVES/ OUTCOMES and MEASURES rolled over into next assessment cycle		3/1 <u>DUE</u>	In response to budget hearings, finalize entries in WEAVEonline ® regarding 1) FINDINGS to date for current assessment cycle's OBJECTIVES/ OUTCOMES, 2) related modifications for next assessment cycle's OBJECTIVES/OUTCOMES and MEASURES, and 3) any changes to OBJECTIVES/ OUTCOMES and MEASURES rolled over into next assessment cycle	
3/7 through 3/25		Check next assessment cycle's OBJECTIVES/ OUTCOMES and MEASURES & provide feedback	3/1 through 3/15		Check next assessment cycle's OBJECTIVES/ OUTCOMES and MEASURES & provide feedback
Prior to 5/1	Based on AAC reviews, enter into WEAVEonline ® revisions to next assessment cycle		Prior to 5/1	Based on AAC reviews, enter into WEAVEonline ® revisions to next assessment cycle	
5/1 <u>DUE</u>	Report to AAC College Faculty Representative any revisions to next assessment cycle's OBJECTIVES/OUTCOMES and MEASURES		5/1 <u>DUE</u>	Report to AAC College Department-Head Representative any revisions to next assessment cycle's OBJECTIVES/OUTCOMES and MEASURES	
5/15 <u>DUE</u>	Program faculty submit to Department Heads/Program Coordinators all assessment data (FINDINGS) collected during the spring term for current assessment cycle's OBJECTIVES/OUTCOMES				

Prior to 5/25	Department/Program end-of-year faculty meeting regarding newly ended assessment cycle, to 1) discuss FINDINGS for current assessment cycle, 2) determine related ACTION PLANS for improvement of each academic program (including resource/ budget allocations required), 3) discuss conclusions for each programs' ANALYSES in WEAVEonline® and 4) discuss any final modifications needed in student-learning OBJECTIVES/ OUTCOMES, MEASURES, CURRICULUM MAPPING, SUSTAINABILITY PLANS, course designs, and master syllabi for next assessment cycle	Meet with program faculty and departments if requested Assistance as requested	Prior to 5/25	Unit end-of-year discussions regarding newly ended assessment cycle, to 1) discuss FINDINGS for current assessment cycle, 2) determine related ACTION PLANS for unit improvement (including any resource/ budget allocations required), 3) discuss conclusions for unit's ANALYSES in WEAVEonline®, and 4) discuss any final modifications needed in unit OBJECTIVES/OUTCOMES and MEASURES for next assessment cycle	Assistance as Requested
5/31 <u>DUE</u>	For the newly ended assessment cycle, final entry into WEAVEonline® 1) FINDINGS and 2) related ACTION PLANS for academic-program improvement (including any resource/budget allocations required)		5/31 <u>DUE</u>	For the newly ended assessment cycle, final entry into WEAVEonline® of 1) FINDINGS and 2) related ACTION PLANS for unit improvement (including r any esource/ budget allocations required),	

SUMMER SCHEDULE BEGINS ON NEXT PAGE

SUMMER

STUDENT-LEARNING ASSESSMENT CYCLE			ADMINISTRATIVE ASSESSMENT CYCLE		
DATE/TYPE	PROGRAM ACTION	COMMITTEE ACTION	DATE/TYPE	OFFICE ACTION	COMMITTEE ACTION
6-1 <u>DUE</u>	Begin data collection for next assessment cycle's OBJECTIVES/ OUTCOMES, entering FINDINGS into WEAVEonline® as they become available	Assistance as requested	6/1	Begin data collection for next assessment cycle's OBJECTIVES/ OUTCOMES, entering FINDINGS into WEAVEonline® as they become available	Assistance as requested
6/1 through 6/10		Check for completion of FINDINGS and Academic Program ACTION PLANS (including at least one program-enhancement plan), provide feedback to Dean, to Program Coordinators and Department Heads, and copy to Director of Assessment	6/1 through 6/10		Check for completion of FINDINGS and Academic Program ACTION PLANS (including at least one program-enhancement plan), provide feedback to Dean, to Program Coordinators and Unit Heads, and copy to Director of Assessment
6/15 <u>DUE</u>	Based on end-of-year Department/Program discussions, complete entry into WEAVEonline® for: 1) ANALYSIS for the newly ended assessment cycle, 2) any modifications for next assessment cycle's OBJECTIVES/ OUTCOMES, MEASURES, COURSE MAPPING, and/or SUSTAINABILITY PLANS and 3) any new OBJECTIVES/ OUTCOMES for next assessment cycle, based on ACTION PLANS entered for the newly ended assessment cycle (including those requiring budget allocations in the	Assistance as requested	6/15 <u>DUE</u>	Based on end-of-year Unit discussions, complete entry into WEAVEonline® for: 1) ANALYSIS for the newly ended assessment cycle, 2) any modifications for next assessment cycle's OBJECTIVES/ OUTCOMES and MEASURES, and 3) any new OBJECTIVES/ OUTCOMES for next assessment cycle, based on ACTION PLANS entered for the newly ended assessment cycle (including those requiring budget allocations in the next budget cycle)	Assistance as requested

	next budget cycle)				
6/15 through 6/30	Deans review ACTION PLANS & ANALYSES entered into WEAVEonline® by all Academic Programs and upload reviews to each program's Document Repository	Check for completion of ANALYSIS, then provide feedback to Dean, to Program Coordinators and Department Heads, and copy to Director of Assessment	6/15 through 6/30	Deans review ACTION PLANS & ANALYSES entered into WEAVEonline® by all Units and upload reviews to each program's Document Repository	Check for completion of ANALYSIS, then provide feedback to Dean, to Program Coordinators and Unit Heads, and copy to Director of Assessment
7/1 through 7/15	Deans discuss ACTION PLANS & ANALYSES with Department Heads	Assistance as requested	7/1 through 7/15	Deans discuss ACTION PLANS & ANALYSES with Unit Heads, providing final information needed for 8/1 completion of Unit ANNUAL REPORTS	Assistance as requested
7/15 through 7/31		Complete End-of-Cycle Report forms for each Academic Program	7/1 through 7/15		Complete End-of-Cycle Report forms for each Unit
8/1 <u>DUE</u>		Submit End-of-Cycle Report forms for all Academic Programs to the Director of Assessment, for reporting to the Provost, and upload reviews to each program's Document Repository	8/1 <u>DUE</u>		Submit End-of-Cycle Report forms for all Units to the Director of Assessment, for reporting to the Provost, and upload reviews to each program's Document Repository
Prior to 7/31	Enter WEAVEonline® ANNUAL REPORTS for last assessment cycle	Assistance as Requested	Prior to 7/31	Enter WEAVEonline® ANNUAL REPORTS for last assessment cycle	Assistance as Requested
			8/1 <u>DUE</u>	Unit Heads finalize entry of WEAVEonline® ANNUAL REPORTS for last assessment cycle	Assistance as requested
			8/1 through 8/10		Check for completion of ANNUAL REPORTS, then provide feedback to Dean and Unit Heads, and copy to Director of Assessment
8/15 <u>DUE</u>	Program faculty submit to Department Heads/Program Coordinators all assessment data (FINDINGS) collected during the summer for the next assessment cycle's OBJECTIVES/OUTCOMES		8/15 <u>DUE</u>		
Prior to 8/31	At least one Departmental/	Meet with program faculty			

	<p>Program Faculty Meeting to address (based on last assessment cycle's FINDINGS and anticipated budget allocations):</p> <ul style="list-style-type: none">3) Student-learning OBJECTIVES/ OUTCOMES for current assessment cycle4) Creation/ revision of courses, master syllabi, and WEAVEonline® MAPPING5) 3) organize current assessment cycle's data collection responsibilities for MEASURES	and departments if requested			
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